



Date Adopted: 10/15/2002

Date Revised: _____

Title: Code Enforcement Officer

FLSA: Non-Exempt

General Purpose:

Under general direction of the Planning Manager, seeks compliance with sections of the Municipal Code, ordinances and resolutions in such areas as planning, zoning, community nuisance, property maintenance, housing, signs and related areas, and performs related work as required.

Distinguishing Characteristics:

Responsible for investigating, analyzing, and resolving issues related to permit or licensing functions mandated by the City of Dublin Municipal Code. The incumbent is a civilian employee empowered to issue notices of violation and seek resolutions of problems through administrative processes.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Receive and respond to complaints from the public and Staff regarding substandard dwellings or structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.

Initiate investigations as necessary for observed violations; prepare necessary notices and citations that outline proper repair and correction methods, time limits, permits and all necessary remedial work required.

Prepare investigative reports and collect evidence for civil property abatements, civil litigation and criminal prosecution; prepare legal documents, including abatement and inspection warrants, correspondence and post legal documents.

Contact property owners and schedules and conduct on-site inspections; interpret codes and regulations and explains inspections; interpret codes and regulations and explain inspection procedures to involved parties.

Monitor compliance activities and conduct follow-up inspections.

Act as liaison with the City Attorney's office and the courts regarding property abatements; file property tax assessment liens; and coordinate assigned work with related activities by other City departments, governmental agencies and organizations.

Collect and safeguard evidence of violations to be presented in court; testify in court as required.

As directed, serves as liaison and provides staff assistance to various citizen and community interest groups; may make presentations to the City Council, Planning Commission and community groups; and develop and present community outreach programs.

Maintain files and records and prepare reports.

Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and Staff, and the public.

Perform related work as necessary.

Minimum Qualifications:

Knowledge of:

Principles, practices and trends of City Planning.

Principles, practices and techniques of code violation investigation and enforcement.

Applicable City and State regulations and policies related to code enforcement.

Effective public contact techniques in person, on the telephone and through written communication.

Investigative techniques useful in inspecting residential, business, health, safety and welfare activities to ensure compliance with applicable codes and ordinances.

Negotiation and conflict resolution techniques.

Research, record keeping and report writing techniques.

Municipal code enforcement methods and procedures.

Customer service techniques.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Ability To:

Enforce policies, procedures, codes and regulations pertaining to code enforcement activities.

Interpret, apply and clearly explain codes, policies and regulations to the general public.

Communicate clearly and concisely orally and in writing.

Work independently, correctly prioritize cases and exercise sound judgment.

Read and interpret laws, codes, ordinances and policies.

Work indoors or outdoors in a variety of climatic conditions.

Maintain manual and electronic records accurately and in a timely manner.

Deal effectively and tactfully with property owners and managers, tenants, contractors, City Staff and the general public.

Operate word processing, e-mail and digital photographic equipment.

Work and attend occasional night and weekend meetings and conferences.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to bend and twist to reach files, walk and stand. The employee is frequently required to bend, climb, stoop, crawl, twist, crouch or walk to investigate various types of potential Municipal Code violations. The employee should be able to conduct building and field inspections. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or GED equivalent supplemented by college course work in business or public administration, code enforcement, police science, or related area.

Experience: Two years responsible experience in public contact work involving inspection, investigation, interpretation and application of codes, code enforcement or related activities.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Completion of PC-832 course training desirable or the ability to obtain such training within first 12 months of employment.